

VERMONT DEVELOPMENTAL DISABILITIES COUNCIL

REQUEST FOR PROPOSALS (RFP)

ADVOCACY IN ACTION PROJECTS

1. Introduction to VTDDC: The Vermont Developmental Disabilities Council is a state-wide, 22 member Council created under the federal Developmental Disabilities Assistance and Bill of Rights Act [DDAct]. Its Mission is *to facilitate connections and to promote supports that bring people with developmental disabilities into the heart of Vermont communities*. Sixty percent of VTDDC members are people with disabilities or family members who are appointed by the Governor; other members are representatives from state and nonprofit agencies.

VTDDC receives federal funding to support advocacy and improve services and supports for people with developmental disabilities. With these federal dollars, VTDDC funds activities to increase the availability of individual and family-centered supports and to promote independence, self-determination and community inclusion. VTDDC also advocates for and works toward increased public awareness of issues affecting people with disabilities and their families.

2. Purpose & Work Expected:

Policymakers play a pivotal role through passage and implementation of laws that impact the lives of Vermonters. Self-advocates and parents are the natural voice to educate legislators and other key policymakers about current and proposed laws, policies and practice and to provide feedback on plans, studies and white papers. Year-round opportunities need to be developed that bring people with developmental disabilities and their families together with policymakers, and support their advocacy efforts.

The *purpose* of **Advocacy in Action Projects** is to support and engage individuals and organizations in planning and launching advocacy activities that bring people together and educate and inform policymakers about the priorities of people with developmental disabilities and family members that are consistent with the VTDDC State Plan priorities. Projects may have a local, regional or state-wide focus. VTDDC seeks proposals that demonstrate the ability to plan and carry out advocacy activities that may include:

- Advocacy days at the legislature
- Regional outreach before the legislative session
- Educating key policymakers

3. Funding Range: Between \$2,000 and \$10,000. Total funding available is \$10,000.

4. Project Time-Frame: Completion by December 31, 2010.

5. Application Deadline: November 12, 2009.

6. How to Apply:

- You need to use the VTDDC Application Form.
- Application forms and instructions are available from the VTDDC web-site at www.ddc.vermont.gov; by email to vtddc@ahs.state.vt.us or by telephone 802-241-2612 or toll-free at 888-317-2006. *Please let us know as soon as possible if you need alternative formats.*
- Please send **any questions** about the application process or about this project in writing, either by e-mail to jeff.coy@ahs.state.vt.us or by fax to 802-241-2989, by **October 16th**. VTDDC encourages inquiries for projects still in the planning stage and not yet ready to apply in this competition.
- You need to submit an **electronic version** of the Application by email to vtddc@ahs.state.vt.us.
- Mail or hand-deliver **five** complete paper copies by **November 12th** to:

Vermont Developmental Disabilities Council
1 North Room 117
103 South Main Street
Waterbury VT 05671-0206

There will be an **Informational Meeting** on October 5th from 10:00-12:00 in Stanley Hall, Room 107, Waterbury State Office Complex.

Call for directions.

7. Evaluation Criteria:

VTDDC will review and evaluate proposals considering the following:

- How well the Project fits the Request For Proposal & VTDDC State Plan
- Clarity of its Goal, and the plan and activity steps to reach it
- Meaningful participation of people with developmental disabilities
- Measurable products and/or outcomes and a way to evaluate
- Coordination and collaboration with other organizations
- Cost-effective budget with expenses that relate to project activities
- Demonstrated commitment to the Project & knowledge and experience to carry it out
- There is a potential for systems change and continuation when funding ends

8. Notice of Award: Individuals or Organizations will be notified in writing if their projects have been selected for awards. VTDDC reserves the right to publicly announce the awards.

9. Specific Award Requirements: Requirements are outlined in the *Application Instructions* and *Information on Award Requirements*, including to:

- Comply with federal and state law, including nondiscrimination and accessibility.
- Provide nonfederal matching funds equal to 25% of total Project costs. Matching funds may be in cash or in-kind.
- Submit timely program and budget reports using VTDDC forms.
- Make presentations at VTDDC meetings on request.
- Participate in consumer satisfaction surveys.
- Credit VTDDC in media and project publicity.
- Provide draft copies of publications, videotapes or other products for VTDDC approval. VTDDC will also retain royalty-free, nonexclusive and irrevocable rights of use.

10. Liability: VTDDC will not be responsible for any costs of any proposing organization or individual(s) for work done in the preparation and production of a proposal to this RFP or for any work performed prior to the formal signing of a contract. It also reserves the right to reject any or all proposals received in response to this RFP, use any and all ideas submitted in the proposal(s) selected, adopt all or any part of an applicant's proposal, and amend the RFP requirements after release.

Thank you very much.